Oxbow High School - Principal's Report
September 16, 2019

Submitted to Sherry Hoyt: September 10, 2019

Student Count: Total - 321

<table>
<thead>
<tr>
<th>7th (Class of 2025)</th>
<th>8th (Class of 2024)</th>
<th>9th (Class of 2023)</th>
<th>10th (class of 2022)</th>
<th>11th (Class of 2021)</th>
<th>12th (Class of 2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>58</td>
<td>46</td>
<td>54</td>
<td>69</td>
<td>53</td>
<td>41</td>
</tr>
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</table>

NHS - donated $700. to Hurricane Relief in Bahamas. The are selling raffle tickets to raise funds to support their work for SY 2019-2020.

Assembly - opening school day: Thanks to Bruce Williams for addressing the student body. Our theme this year is “Creating Yourself.” Bruce’s message encouraged students to always work on creating yourself.

Assembly, 9/9/19: Chris Waddell, a man who became a paraplegic as a result of a skiing accident, addressed our student body during an assembly on Monday, Sept. 9th. His message - resiliency. “It’s not about what happens to you. It’s what you do with what happens to you.”

9th Grade hiked Black Mountain on 9/9/19. At the end of the day I asked the students how it was. Responses varied - awesome, really hard, great time, and everyone helped me up the last part. The energy was amazing and the sense of community filled the auditorium as they debriefed from their day.

The Mentoring Matters Program is helping our new teachers adjust to our Oxbow family.

School safety is being overseen by Andrew Chobanian this year. He is scheduling the evacuation and lock down drills, coordinating the crisis response team, and revising the response book. All staff have completed at least level 1 of the ALICE Training, many have completed level 2.

Our focus this year is on multi-levels of support for ALL students. We are currently restructuring our educational support system and using data to
evaluate our many levels of support for our students. We look forward to doing a presentation for the board later in the year with our findings and adaptations.

Teacher Growth Model - Robin Wozny, Bernice Mills and I will kick this year's professional development off with a protocol around goal setting with all staff. From there, new phases will be selected (out of the 3) and a timeline will be established to ensure that all staff will be evaluated in a meaningful way in compliance with the Teacher Growth Model approved by the SEA.

Athletics at Oxbow:
Participation Numbers:
HS Girls Soccer: 18
HS Boys Soccer: 17
Football: 25
XC: 13
MS Boys Soccer: 15
MS Girls Soccer: 15

Football has started the season with a 1-1 Record. They beat Mt. Abe a Division 2 school in week 1, and lost to Springfield in Week 2.
High School Boys soccer started the season with low numbers, but thanks to the recruitment by the players and coach, interest has grown substantially. It is a young team with only two seniors, so there is a strong focus on growth and building the program for the future.
Girls Soccer is currently 1-1. They lost to Stowe and beat Lyndon. Numbers are strong throughout the program, with a good representation of participants from each grade.
The XC team had a great first meet, with a strong showing in Lyndon. This is also a very young team with no Juniors or Seniors.

Facilities Report:
Facility Director's Report

As of the start of the 2019/2020 school year, we have completed the summer cleaning including carpets and tile floors. A number of larger projects were also completed that include toilet partition replacement in 2 bathrooms, tile floor installation in the Senior Well and the Art Well, and the completion of the new public address and paging system. Members of the RiverBend staff worked over the summer and completely cleaned & repainted the Auto Shop.

The Auditorium project is wrapping up with new theater lights, house lights, sound, curtains, and staging. The tile portion of the floor is scheduled for replacement over the Christmas break.

The new all-inclusive HVAC unit for the Pre School room at RiverBend is finally installed. The masonry work should be completed this fall.

Our biggest issue right now is filling the two open custodial positions. Getting applicants has been challenging. We met with two candidates this week and hope to fill at least one of the positions.

Respectfully Submitted,
Terry Cromack
Facilities Director
Facilities Update Sept 9, 2019

- The stage curtains will be shipping from the sewing house midweek. The following is from Robert Brier @ Production Advantage:

  Sep 4, 2019, 10:22 AM
  (5 days ago)

Hi Fred

Yes there is news. These are shipping from the factory mid week next week. The guys know about this and the need to schedule the install asap. I will follow up now and get back with you. Sorry for the delay, the material was not on the shelf and had to be ordered from the mill.

Please let me know if you have any questions.

- When the boilers were being cleaned last week some problems were detected with the low water alarm and the safety release valve on Boiler #1. The parts have been ordered and will be installed once they arrive.

- There seems to be a slow leak that has to be found and repaired and the system will then be recharged with glycol antifreeze. As of Sept 4 the heating system is protected to 23 degrees and should be at -20 degrees. We are trying to determine where the leak is at, repair, and recharge the system before heating season. Once this is done Boiler #2 will be cleaned

- The bottle filler fountain is up and running. There are a couple of things that need to be tweaked, but it is functional.
Principal’s Report
Newbury Elementary School - Morgan Moore
September 16th, 2019

**Total Student Count:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>1/2</th>
<th>1/2</th>
<th>3/4</th>
<th>3/4</th>
<th>5/6</th>
<th>5/6</th>
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<td>Kinder</td>
<td>17</td>
<td>12</td>
<td>13</td>
<td>18</td>
<td>17</td>
<td>18</td>
<td>15</td>
</tr>
</tbody>
</table>

**VREC:**
- Third and fourth grades are pitching a grant for a school composting project.
- Fifth and sixth graders are working on water quality grant proposals.

**Restorative Practices:**
- Newbury was awarded the Restorative Approaches Professional Learning Opportunity, funded through the AOE.
  - Free year-long professional development and support to implement and collect data on a restorative model.
- We also received a Teaching Educator Tolerance Grant - $5000 to support this work.

**Local Motion:**
- The Local Motion bike trailer will be on campus October 14-18th.
- Walk to School Day will be October 11th.
  - We received $500 of grant funds to support this from Safe Kids VT.

**MTSS**
- Six week meetings have been set to review EST plans.
- We have a Response Team meeting weekly to discuss behavior and develop plans - including Donna Wheeler, Cate Beaton and Amber Cook (OESU).
School Safety

- The staff was trained in three emergency response procedures: Clear the Halls, Fire Drill, ALICE/Secure the School.
- We had a successful fire drill on 8/29/19.
- Students are learning the ALICE procedure in Morning Meetings. We are rolling out the drill slowly and will practice a scatter drill in September.

Facilities Report

- Plumbers are continuing to finish the bathroom remodel.
- Peak Mechanical is finishing four classroom ventilators.
- We are pricing blinds and windows to improve school safety.
- We contracted with Jessica’s Squeaky Clean for our part-time custodian position. This contract is through November, when we hopefully have a part-time employee starting.
River Bend Report for Board

1 message

Brian Emerson <bemerson@rbctc.org>  Tue, Sep 10, 2019 at 10:59 AM
To: Sherry Hoyt <shoyt@oesu.org>

* River Bend held its' Center/School Wide Team Building Activity of Friday September 6. This is a chance to bring together all 5 Sending High Schools together as one.

* River Bend has a RAB meeting coming up on September 24 and here is agenda:

  Regional Advisory Board  September 24, 5:00 pm Supper Will be Served
  Welcome Introductions
  Review and Approval Minutes From April 2019  (Attached)
  New Employees Introductions (Carrie Miller, Laura Shrewsbury, Katherine Chobanian and Tracy Puffer)
  Membership/Advisory Groups Review and Voting of New Members
  Grants Overview (Possible Extra Combine Meeting with Other Tech. Centers RABs for AOE Presentation on New Perkin's Plan Some Time in November at Hartford)
  Student Enrollment (Comparison Last Year to This Year)
  SREB Visit/Strategic Plan  (Visit on October 29-31)
  Budget Update
  Corporation Consolidation  (Filing of 501c3 Paperwork or not??)
  River Bend Mascot  (March in Groton Fall Foliage Parade)
  Public Comments

Future Meetings (Sept 24  Nov 19  Jan 21  April 28) Start Times 5:00pm or 6:00pm??

Adjourn

*River Bend has an Open House Scheduled for September 25 (See Attached Flyer)

Brian Emerson M.Ed
Director
River Bend Career and Technical Center
36 Oxbow Drive
Bradford Vermont 05033
802-222-5212 Ext. 134

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River Bend Open House Quarter Pg Color 09.12.19 (2).pdf
693K
RIVERBEND
CAREER & TECHNICAL CENTER
COMMUNITY & FAMILY
OPEN HOUSE

Wednesday, September 25
5:00-7:00 PM

Everyone Welcome!

Parents, Families,
Neighbors, School
Board Members,
Alumni, School Staff,
Tax Payers, Anyone
Who Would Like a
FREE DINNER!

Wonderful Buffet
Pasta Dinner
and Dessert

- Programs will be open for demonstrations,
  exhibits, and tours
- Door Prizes Throughout The Evening
- Serving the Following Schools: Thetford
  Academy, Rivendel Academy, Oxbow High School,
  Woodsville High School, Blue Mountain Union
  School and Home School Families

Call (802) 222-5212 for more information.
Emilie and Sherry,

I want to avoid the bother and inconvenience of calling meetings of the dissolved districts and their boards. What I would like to propose is adding an agenda item to the final meeting of the boards of the dissolved districts, that is, the meeting you contemplate holding in November or December. The agenda item would be quite straightforward – to approve a transition agreement between the former school district and the new unified union district, and to authorize the Chair of the former board to sign. The transition agreement could be drafted and circulated as a housekeeping matter well in advance of the meeting. The Harwood model is a good template to follow.

Let me know if this is the approach you would like to follow, and I will get to work on an agreement.

P

J. Paul Giuliani | Attorney at Law

PRIMMER PIPER EGGLESTON & CRAMER PC
100 East State Street, P.O. Box 1309, Montpelier, VT 05601
Tel: 802 223 2102 | Fax: 802 223 2628
From: Emilie Knisley <emilie.knisley@oesu.org>
Sent: Wednesday, September 4, 2019 4:21 PM
To: Paul Giuliani <pgiuliani@primer.com>
Cc: Bruce Williams <bwilliams@oesu.org>
Subject: Re: Property Transfer Work for OESU

Paul,

I certainly support option three outlined in the email and would be happy to take that route. Due to the rushed nature of this merger, we wanted to get the property questions scratched off the list and completed. The new district is operational, but we can certainly convene a meeting of the dissolved districts if required—we also plan to hold a final meeting of those districts in November or December to accept the final audit.

The new district has a meeting on the 16th of this month, and I would be happy to bring the details of Plan C to them for consideration.

Emilie B. Knisley, M.Ed., CAGS, CAEL
Superintendent
Orange East Supervisory Union
530 Waits River Road
Branford, VT 05033
(802)222-5216

*Change is the law of life. And those who look only to the past or present are certain to miss the future.* —John Fitzgerald Kennedy

On Wed, Sep 4, 2019 at 1:03 PM Paul Giuliani <pgiuliani@primer.com> wrote:

Hi Emilie—

Glad to help. Thanks for thinking of us.

I question whether you need formal conveyances of forming district properties to the new unified union district. The enabling statute is quite clear. By operation of law, on the effective date of the consolidation, the unified union district succeeds to all of the assets of the forming districts. The statute provides for no exceptions. The forming districts no longer possess any legal or beneficial interests in the property because the forming districts cease to exist on the date the unified union district goes live.
I have seen some unification situations in which the unified union district and the forming districts are content to rely on the statutory transfer and assumption. They do nothing to memorialize or evidence the transfer of forming district property. In other situations, the parties have, at some expense, gone through the exercise of formally deeding real estate from the forming districts to the unified union district.

There is a third alternative, one which I commend to you. In some unifications (e.g., Montpelier-Roxbury, Harwood), the involved districts enter into a transition agreement which addresses administrative and ministerial matters not dealt with clearly in the statutes. I'm attaching the Harwood agreement because it is quite comprehensive. Take a look at Section (3). It establishes a record chain of title to the property being acquired by the unified union district without the bother and expense of multiple title searches, multiple deed preparation, and everything else that goes with a formal conveyance.

The mission is to confirm title to real estate in the name of the unified union district. That goal is achieved by recording a transition agreement in the Town Land Records. The language in Section (3) has the same legal effect as a formal deed.

Anyhow, in the interest of efficiency and economy, please consider the approach which I call Plan C. Glad to visit whenever it's convenient.

Regatrds,

P

J. Paul Giuliani | Attorney at Law

PRIMMER PIPER EGgleston & CRAMER PC
100 East State Street, P.O. Box 1309, Montpelier, VT 05601
Tel: 802 223 2102 | Fax: 802 223 2628
pggiuliani@primer.com | www.primmer.com
Paul,

We are looking for an attorney to take on the property transfer work for the new Oxbow Unified Union School District transfers required by the forced merger under Act 46. Is that work that you would be willing to discuss? We have a number of properties that need to be transferred, and some are a bit more complex.

Emilie B. Knisley, M.Ed., CAGS, CAEL

Superintendent

Orange East Supervisory Union
530 Waits River Road
Brattleboro, VT 05303
(802)222-6216

*Change is the law of life. And those who look only to the past or present are certain to miss the future.* —John Fitzgerald Kennedy

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Orange East Supervisory Union Policy

E6-P: Travel Expense Procedures

Adopted 01/02/18; Revised N/A; Reviewed N/A

Administrative Responsibilities/Guidelines

1. Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business. Such costs may be charged on an actual cost basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two.

2. Travel costs will be pre-approved and paid on a reimbursement basis with appropriate receipts submitted with the Expense Reimbursement form and Travel Expense Reimbursement form (mileage is reimbursed at a rate determined by the IRS are not to exceed IRS and Federal Regulations) within sixty (60) days of return.

   a. The supervisor has the authority to approve all travel of district personnel outside of the district and the reimbursement of expenses associated with such travel. The supervisor will approve the mode of travel. Proper receipts and documentation must accompany reimbursement requests.

3. Individuals covered by Collective Bargaining Agreements should refer to the guidelines outlined with the current CBA.

4. All requests for reimbursement must be submitted on the Travel Reimbursement Request form accompanied by an approved Authorization for Travel form and all supporting receipts. This form should be filled out in its entirety and must be approved by the employee’s supervisor.

5. Employees will be reimbursed at a mileage rate based on the current federal mileage reimbursement rate (listed on the Travel Reimbursement Request form) for use of all mileage when utilizing an employee’s personal vehicle. IRS requirement: if traveling from home deduct regular commute to/from unless authorized by superintendent.

6. Employees will be reimbursed for all expenses incurred as it relates to out of district travel to include airfare, transportation, lodging, meals, taxi fare, parking, tolls, fax, internet usage, etc. All expenses submitted for reimbursement must be accompanied by a receipt even if expenses were pre-paid. Meals are subject to the limits noted in the Travel Reimbursement Request form.

7. Expenses for alcoholic beverages, tobacco products, and entertainment incurred as part of a meal or other event will not be reimbursed.

Legal Reference(s):
- 5 U.S.C. 5701-11 Travel and Subsistence Expenses; Mileage Allowances

Cross Reference:
- Fiscal Management and General Financial Accountability (E1)
- Budgeting (E2)
- Financial Reports and Statements (E3)
Oxbow Unified Union School District

CODE A20  Board Meetings, Agenda Preparation & Distribution
(Recommended)

Date Warned:  09-16-19
Date Adopted:
Date Revised:

Board Meetings, Agenda Preparation & Distribution

Policy
All Board meetings will be held in compliance with Vermont’s open meeting laws, 1 V.S.A. §§310 et seq.

Regular Meeting Schedule
Regular meetings of the board will be held at (place) on (day of month, as “the first Monday of every month”) beginning at (time). The meeting schedule will be published and made available by the superintendent to any person on request.

Special and emergency meetings will be called by the chair on his or her own initiative or when requested by a majority of the board and shall be warned appropriately. Only items on the agenda may be acted upon at these meetings.

Conduct of Board Meetings
Meetings will be conducted in accordance with Robert's Rules of Order, Newly Revised. One or more members of the board may attend and participate in a regular, special or emergency meeting by electronic or other means so long as the requirements of 1 V.S.A. §312(a)(2) are met.

Executive Sessions
Executive sessions of the board will be convened only for the purposes stated in 1 V.S.A. §313. The minutes of any meeting where an executive session takes place will reflect the specific statutory reason for convening the executive session. Board members will not make public the confidential issues discussed during an executive session.

Agenda Preparation
The superintendent will prepare proposed agendas for all meetings of the board after consultation with the board chair. Items of business may be suggested by any board member, staff member, student, or citizen of the district. The inclusion of items on proposed agendas will be at the discretion of the board chair and superintendent. An item may only be added or removed from a meeting agenda as the first order of business at the meeting. Other adjustments to an agenda may be made at any time during the meeting.
**Agenda Distribution**
The proposed agenda, together with supporting materials, will be distributed to board members by the superintendent three days prior to regular meetings and as soon as practicable before special and emergency meetings. At least 48 hours prior to a regular meeting and 24 hours prior to a special meeting, the superintendent shall ensure that the agenda is posted in the municipal clerk’s office and [two other designated physical locations in the municipality. In addition, proposed meeting agendas will be made available to any interested person upon specific request.
Oxbow Unified Union School District

CODE A21  Public Participation at Board Meetings
(Recommended)

Date Warned:  09-16-19
Date Adopted:
Date Revised:

PUBLIC PARTICIPATION AT BOARD MEETINGS

Policy
It is the policy of the board to encourage public participation at its meetings.

Background
Public participation is very important to the successful function of the Oxbow Unified Union School District. The board wants to carry out its business with the benefit of public input and expertise. It also wants to keep the public informed and up-to-date on what is happening in the community's schools.

Implementation
Reasonable rules of participation may be used to insure that meetings are conducted in an orderly fashion and that the business at hand is completed in a timely manner. Such rules may take into consideration such things as length of each speaker's presentation and the number of times each speaker may comment.

Persons Who May Address the Board
1. Any district resident
2. School staff members, students and parents
3. Individuals who have been requested by the superintendent or the board to present a given subject
4. Persons who are directly affected by matters on the board agenda
5. Others at the discretion of the board

Public Comment on Agenda Items
1. The chair will ask for comments on agenda items before action is taken by the board.
2. When the number of people wishing to speak is large, the board may authorize the chair to use a speakers' list. Members of the public will be given an opportunity to sign the speakers' list, indicating which agenda item will be addressed.

Public input on items not on the agenda
1. There will be time set aside for public input on items not on the agenda at every regular, special or emergency meeting of the board.
2. The time allotted to this item will be assigned by the chair or the person responsible for organizing the agenda.
3. The chair shall rule out of order any presentation to the board which breaches the privacy or other rights of students, parents or school employees, or which does not comply with Board policy on complaints.
CODE A22 Notice of Non-Discrimination
(Recommended)

Date Warned: 09-16-19
Date Adopted:
Date Revised:

NOTICE OF NON-DISCRIMINATION

Policy
The board will not unlawfully discriminate in its programs and activities against any person or group on any basis prohibited by federal or state law, and will provide equal access to the Boy Scouts and other designated youth groups.

The district shall make reasonable accommodations to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the district can demonstrate that the accommodation would impose an undue hardship on the operation of its program or activity.

The superintendent or his or her designee shall prepare, and the board shall approve, guidance to applicants and employees regarding requests for reasonable accommodations, including provisions for undue hardship.

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Oxbow Unified Union School District are hereby notified that this district does not discriminate on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, political affiliation or marital status in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

A person has been designated by the Oxbow Unified Union School District to coordinate the district's efforts to comply with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973, and other non-discrimination laws or regulations. The designated coordinator is identified in the procedure accompanying this policy along with information on how that person may be contacted.

Any person having inquiries concerning the Oxbow Unified Union School District's compliance with the regulations implementing Title VI, Title IX, Section 504 or other state or federal non-discrimination laws or regulations is directed to contact the non-discrimination coordinator described above.

Grievance Procedure In the absence of a controlling grievance procedure outlined in a collective bargaining agreement the procedure accompanying this policy will be in effect.
Oxbow Unified Union School District

CODE A23 Community Engagement and Vision Policy
(Recommended)

Date Warned: 09-16-19
Date Adopted:
Date Revised:

COMMUNITY ENGAGEMENT AND VISION POLICY

The Oxbow Unified Union School District and the schools within the District are an integral part of the community. Community support is necessary for the schools' operation and achievement of excellence. The Oxbow Unified Union School District recognizes that community support is based on a mutual exchange, a dynamic process in which the Oxbow Unified Union School District contributes to the community's success and, in turn, benefits from the community's resources.

In order to maintain productive relationships with the community, the board will have a clearly articulated vision for the school district. The board will adopt a strategic plan to implement the vision which moves the district forward in its goals for student achievement. The board will closely monitor progress toward the vision and refine it as necessary.

Establishing the Vision
The board will seek community input in its consideration of the vision in a variety of settings and contexts to ensure participation that is representative of the community itself. The vision will be informed by data and research-based best practice provided by the superintendent.

Implementation
The board will strive to keep the vision at the forefront of all decision making. The board will assure that there are resources devoted to implement the strategic plan, and will receive monitoring reports on a basis to ensure effective implementation of the strategic plan. On an basis, the board will revisit the vision and strategic plan and make adjustments according to input from the community and the superintendent.
Oxbow Unified Union School District

CODE A24 Board/Superintendent Relationship
(Recommended)

Date Warned: 09-16-19
Date Adopted:
Date Revised:

BOARD/SUPERINTENDENT RELATIONSHIP

Policy
The School Board establishes policy and governs through the policy it creates. The Superintendent manages all operations of the school system in accordance with School Board policies.

The Board recognizes and values the Superintendent’s experience and expertise in instructional and administrative matters. The Superintendent recognizes and values the Board’s experience in issues related to the Oxbow Unified Union School District (/Supervisory Union) and the Board’s connections and responsibilities to the community it represents.

The Superintendent and the Board members respect the confidentiality of communication in both directions and work toward open communication and trust. The Superintendent works only for the Board as a whole, not for any individual member. Only decisions of the Board acting as a body are binding on the Superintendent.

Board members work directly with the Superintendent and central office staff, so long as such communication is clearly not giving direction or suggesting a course of action that staff perceives as direction. When presented with citizen concerns, Board members refer them to appropriate levels of authority, in accordance with the district’s policy on complaints.

The Board directs the Superintendent through written policies that prescribe the results the Board wants to achieve. The Board is realistic in setting expectations about what can be accomplished, given the school district’s (supervisory union’s) available resources. The Superintendent is accountable to the Board for the performance of staff.

Annually, the Board evaluates the Superintendent’s performance. The Superintendent is accountable to the School Board for the achievement of the Board’s goals. The Board is responsible for clearly setting forth and communicating its expectations before evaluation takes place. The Board will evaluate the Superintendent’s job performance in a way that is systematic, fair, and effective.
Oxbow Unified Union School District

CODE B20 Personnel Recruitment, Selection, Appointment & Background Checks (Recommended)

Date Warned: 09-16-19
Date Adopted:
Date Revised:

PERSONNEL RECRUITMENT, SELECTION, APPOINTMENT AND BACKGROUND CHECKS

Policy
It is the policy of the Oxbow Unified Union School District to select for employment only persons of good character who have the skills and other qualifications necessary to fulfill job requirements while complying with the provisions of state law regarding the recruitment, selection and employment of school district employees and contractors.

Persons subject to criminal record checks and abuse registry checks under this policy include all those recommended for full-time, part-time or temporary employment in the school district, including student teachers, and those contractors and employees of contractors who may have unsupervised contact with students and are subject by law to criminal record and abuse registry checks prior to or in the course of employment.

The superintendent may request a name and date of birth or fingerprint-supported check of the criminal record of any current employee who has previously undergone a check at any time during the course of the record subject’s employment in the capacity for which the original check was required.

The district shall ensure that adults employed in the schools maintained by the district receive orientation, information or instruction on the prevention, identification and reporting of child abuse as required by state law. The district will also provide opportunities for parents, guardians, and other interested persons to receive the same information.

Definitions
1. The term “criminal record” as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(1).

2. The term “unsupervised” as used in this policy shall have the same meaning as defined in 16 V.S.A. § 252(4).

3. The term “abuse registry” as used in this policy shall include the Vermont Child Protection Registry maintained by the Vermont Department for Children and
Families and the Vulnerable Adult Abuse Registry maintained by the Vermont Department of Disabilities, Aging and Independent Living.

4. The terms “employ” or “employment” as used in this policy shall, as the context requires, apply to individuals who are, or are being considered for, full-time, part-time or temporary employment in the school district, including student teachers and those contractors and employees of contractors who may have unsupervised contact with students.

Recruitment
1. The board is committed to securing the services of the best personnel available. Only individuals who meet applicable state licensing requirements will be employed.

2. The board seeks minority applicants in accordance with its policy pertaining to non-discrimination. The district will attempt to provide an educational experience enhanced by the professional contributions of representatives of different races, physical conditions, sexes, ethnic backgrounds and age groups.

3. All personnel will be recruited by the district’s administrative staff under the immediate direction of the superintendent.

4. Written or electronic applications will be required of candidates for employment. The application will include a statement to be signed by the candidate listing the dates, locations and dispositions of any convictions, including findings of guilt, pleas of nolo contendere or guilty, for criminal violations. The application will also include a warning to the applicant that falsification of information on the application or during the application process will be grounds for dismissal if the applicant is hired.

Selection
1. It is the policy of the board to select employees solely on the basis of character, professional qualifications, and critical job requirements. Employees will be selected in a manner that does not unlawfully discriminate. The superintendent shall require that all applicants, as a condition of employment consideration, cooperate fully with background investigations, supplying references and releases so the district can contact previous employers. Applicants the superintendent is prepared to recommend for employment will be expected to provide fingerprints, releases and other information necessary to conduct criminal record background investigations. The costs of such checks will be borne by the (prospective employee) (the school district). All offers of employment will be conditioned upon completion of the background investigation and a finding that the information provided by the application during the pre-employment process was accurate, complete and truthful.
2. The superintendent shall request a criminal record check through the Vermont Criminal Information Center (VCIC) on any candidate he or she intends to appoint or is prepared to recommend for appointment. Requests will be made for fingerprint-supported criminal records from the FBI as well as criminal records from the state of Vermont and any state in which the superintendent knows the applicant has resided or been employed. The superintendent shall maintain such records in accordance with state law.

3. The superintendent shall also request information through any available abuse registry to determine whether there are any substantiated abuse/neglect charges or sex offense convictions against an applicant before appointing or nominating a candidate for employment. The superintendent shall maintain such records in accordance with state law.

4. Employment conditioned on the completion of a background check may be terminated if it is determined that the employee failed to respond truthfully to questions about criminal activity or prior employment. In any event the Superintendent shall forward the information received from VCIC to the person about whom the request was made and inform the person of their rights to challenge the accuracy of the record and to determine the disposition of the record under 16 V.S.A. §§255(f), (g).

5. Providing a safe learning environment for students is a primary consideration in district employment decisions. The district will base such decisions on all relevant information, qualifications, and circumstances. Unfavorable background check information is not an automatic bar to employment, nor is a background check with no unfavorable information a guarantee of employment. However, no person convicted of a sexual offense requiring registration on the Vermont comprehensive sex offender registry shall be employed by the school district or supervisory union.

Appointment

1. The appointment of licensed employees will be made by the board subject to the nomination of candidates by the superintendent of schools.

2. Subject to any pre-employment screening processes approved by the board, the superintendent shall appoint all non-licensed employees to be employed by the school district or supervisory union.

3. Contracts of employment or other notification of employment will be conditional pending receipt of criminal records check information and evaluation of that information.

4. Upon completion of a criminal records check, the superintendent shall:
   a. notify the person subject to the check about the district's protocol for maintenance of criminal history files, and
ask the person subject to the check to indicate if his or her record should be maintained or destroyed after the retention period specified in the District's user agreement with VCIC.

5. Employees who have been employed for fewer than two years in Vermont public schools are considered probationary teachers and may be offered a probationary contract.

6. All offers of employment may be withdrawn based on the criminal records check report or upon a finding that the information provided by the applicant during the pre-employment process was inaccurate, incomplete or untruthful.
Oxbow Unified Union School District

CODE B21 Professional Development (Recommended)

Date Warned: 09-16-19
Date Adopted:
Date Revised:

Professional Development

Policy
It is the policy of the Orange East Supervisory Union and its member districts to support the important connection between educator professional development and improved student achievement and assure that professional and para-professional staff members acquire and maintain the knowledge and skills needed to contribute effectively to the achievement of the goals and strategies articulated by the school action plan.

Principles to Guide Professional Development
The supervisory union shall provide, or arrange for the provision of professional development programs, or both, for teachers, administrators, and staff within the supervisory union. Professional development programs provided by the supervisory union will be directly linked to student performance goals identified in the annual action plan.

The superintendent will oversee a professional development system that is characterized by the following:
1. Its primary focus is on improved student learning and achievement
2. It is based on current, documented research findings
3. It provides structure and substance that allow continuity
4. It focuses on content and curricular needs as well as teaching methodology
5. It includes the needs of all who contribute to the education system
6. It is developed and directed by professional educators

Implementation
The superintendent or his or her designee will develop a process to analyze student performance data, best-practices research, state and local standards compliance, and the action plan priorities, all of which provide input to the creation of annual and multi-year professional development programs.

A professional development committee may be composed of teachers, instructional assistants, support staff and administrators. The committee will recommend a professional development plan that will contribute to the accomplishment of the district’s priorities.
After consultation with the professional development and action planning committees, the superintendent will recommend to the school board a needs-based professional development plan and yearly calendar. The superintendent will make recommendations to ensure adequate financial resources and time for educators to participate in appropriate professional development experiences.

The superintendent, in collaboration with principals and other administrators, will:

1. Coordinate professional development activities with district standards and goals, to ensure that professional development activities are, to the fullest extent practicable, aligned with the school and district plans and professional development needs;

2. Provide adequate opportunities to prepare educators to utilize assessment data for the purpose of increasing student achievement and to improve the overall effectiveness of the curriculum;

3. Ensure for new teachers that appropriate training in standards-based instruction be provided and implement a system of mentoring for professional staff during the first two years of employment.

The superintendent will at least annually report to the school board the effectiveness of staff professional development and the relationship to the student achievement goals identified within the annual action plan.

The school board will negotiate employment contracts that place high priority on provisions that will support the district’s professional development system.

The district’s professional development system will be reviewed annually.
PUBLIC COMPLAINTS ABOUT PERSONNEL

Policy
It is the policy of the Oxbow Unified Union School District to see that complaints about school personnel are considered in a timely manner that is fair to all parties. The district places trust in its employees and desires to support their actions in such a manner that employees are freed from unnecessary, spiteful, or unjustified criticism or complaints.

Resolving Complaints
The complainant shall be encouraged first to bring a complaint to the individual concerned. If the problem cannot be resolved with the individual concerned, it should be brought to the attention of the immediate supervisor or administrator. The complaint should be in writing stating the issues and supporting facts. The individual employee involved shall be given every opportunity for explanation, comment, and presentation of the facts as he/she sees them.

If the issue is not resolved by involvement of the immediate supervisor, the complainant may refer the issue to the principal for his or her review and decision. In the event the principal's review does not lead to a satisfactory resolution, the complainant may submit the issue to the superintendent for review and decision.

In cases of alleged discrimination, the complainant should follow the procedures accompanying anti-discrimination policy.

Appeal to the Board
If the above steps do not resolve the concern of the complainant, he/she may request a session of the board for the purpose of reviewing the superintendent's decision. If the school board decides to hear the request of the complainant, it shall invite all parties involved including the appropriate school and supervisory union administrators to attend a meeting for purposes of presenting facts, making further explanations, and clarifying the issue. The board shall conduct such meetings in a fair and just manner and shall render a decision.

It is the intent of the board that the rights of employees under collective bargaining agreements and Vermont law be protected through the administration of this policy.
Oxbow Unified Union School District

HB1: Low Forest Advisory Committee & Use of Facilities

Date Warned: 08-21-19
Date Adopted:

LOW FOREST ADVISORY COMMITTEE

The Oxbow Unified Union School District recognizes the importance of successful planning and utilization of the Low-St. John Forest. Therefore, the board has included the work below within the charge of the Low Forest Committee which will:

1. Work closely with the Facilities Committee to ensure that the activities of the Low Forest Committee are aligned with those of the Facilities Committee.

2. Prepare a report for the board in January of each year on the finances and operation of the Low-St. John funds and forest.

3. Hold an annual publicly warned meeting in February of each year to invite townspeople to share their thoughts about the use of the Forest.

4. By March 1 of each year, propose a budget for maintenance programs and improvement to the Forest, for approval by the board; and to oversee the budget and management of the forest.

5. By April 1 of each year, communicate to teachers how they may apply for funding from the Low Forest Fund.

6. Provide for maintenance for the following: trails, signs, pond, parking area, fireplaces, toilets, trash removal, keeping open areas clear, and poison ivy control.

7. Submit proposals to the board for special projects that would permanently alter the land or for use of funds beyond the annual budget.

8. Work alongside the Facilities Committee to develop and maintain a long-term (10 year) forest plan that gives consideration to the educational needs.

The Low Forest Committee shall consist of at least 5 individuals and not more than 10. It will include:

1. Two members of the Oxbow Unified Union School District Board
2. Two members of the Oxbow Unified Union School District Facilities Committee
3. The Bradford Elementary School Facilities Manager, which may be the same as number 2, above
4. At least one Bradford Elementary School teacher
HB1-P: Low Forest – Use of Facilities

The facilities of Low Forest will be made available subject to the following conditions:

1. No overnight camping is allowed without special permission.

2. No motorcycles, mini bikes, or other all-terrain vehicles will be allowed on the trails. Snowmobiles will be allowed on designated trails in winter. Swimming is not permitted in the pond.

3. All fires must be built in the available fireplaces. Smoking is not allowed on Low Forest property.

4. Removal of vegetation or cutting of trees is not allowed other than as described in the forest plan or for trail maintenance.

5. The Oxbow Unified Union School District will not assume any liability for groups or individuals using Low Forest.

6. The committee may require the attendance of special personnel at any function (police, fire, supervision, etc.). The user will assume all costs for required personnel.

7. Approval for use may subsequently be canceled if it is found that such use will interfere with school programs, regardless of which was scheduled first.

8. Any groups or conditions not covered by this policy will be evaluated by the committee on an individual basis and may be referred to the superintendent of schools or to the school board.

9. If a situation comes up when it is not possible for the committee to get together in time, the committee chair, Bradford, Newbury or Oxbow school principal may make decisions regarding the use of the forest by an individual or group.
Oxbow Unified Union School District

CODE B6 Health Insurance Portability & Accountability Act Compliance
(Required)

Date Warned: 05-28-19
Date Adopted: 07-16-19
Date Revised:
Date Rescinded: 09-16-19

Health Insurance Portability and Accountability Act Compliance

The Oxbow Unified Union School District shall comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) with regard to any employee benefit or group health plan provided by the district that is subject to the requirements of the Act. The superintendent or his or her designee shall develop and implement procedures necessary to ensure continuing compliance with the requirements of HIPAA.
August 27, 2019

Adam Lornitzo / Emily Shipman
Oxbow Unified Union School District
530 Waits River Road
Bradford, VT 05033

RE Safe Community Connections to Low St. John Forest:

Dear Adam Lornitzo / Emily Shipman:

Congratulations on your project's successful application for funding to the 2019 VTrans Bicycle & Pedestrian Program. Your project was approved for $26,400 in Federal funds. Your project was selected from among thirty-one applications statewide with funding requests totaling $13.6 million in federal funds.

In accordance with the requirements of the program your award is capped at the amount of the award, so it will be important for the Municipality to monitor the project budget closely. Funding will be available once a grant agreement with the Agency of Transportation (VTrans) is executed. Therefore, reimbursable work cannot begin until the grant agreement is executed. We expect that you will move the project forward expeditiously and have outlined some of those expectations on the enclosed Project Commitment Form. Please review the form, sign it and return it to me as soon as possible. Once the form is received, we will begin working on your grant agreement.

As you know, this is a reimbursable program and not a direct grant. The Town will be responsible for 20% of the total project costs. If there will be any donated or in-kind services or materials proposed as part of the local match, a proposal must be presented to the VTrans Project Manager for approval in advance. The offering of this award should not be construed as approval of all work, methods, terms or other specifics proposed in your application. Your award will be governed by the terms of the Grant Agreement with VTrans, including all applicable VTrans, State, and Federal program requirements.

In the coming weeks, an Agency project manager and project supervisor will be assigned to your project and an initial project meeting will be scheduled. At this meeting you will discuss the project development process, typical project schedule and next steps.

If you have any questions do not hesitate to contact me at 802-498-4742. We look forward to working with you and your community towards successful implementation of your project.

Sincerely,

Jon Kaplan, P.E.
Bicycle and Pedestrian Program Manager
Local Projects Section, Municipal Assistance Bureau

cc: Two Rivers - Ottauquechee RC
Amy Bell, VTrans Planning Coordinator
Project File
2019 VTrans Bicycle/Pedestrian Program – Scoping Criteria Template

Applicant Name: Oxbow Unified Union School District

Project Title–Scoping: "Safe Community Connections to Low St. John Forest"

Application Checklist

Make sure everything is included and pages numbered.

☒ (1) Project Application Form (separate PDF file)

All other materials noted below to be provided in the same order as below.

☒ (2) Project Evaluation Criteria Documentation for the applicable project type (completed BELOW)

☒ (3) Project Map(s)

☒ (4) RPC review confirmation letter

☒ (5) Current letter of support from the municipal governing body acknowledging their willingness to provide the local match

☒ (6) Documentation of contact with VTrans District office, if project is on the state system

☒ (7) Supporting Documentation (Excerpts from other planning documents, police reports, etc.)
A. SCOPING PROJECTS

1. **Community Need—15 Points:** How does the project to be scoped contribute to the community bicycling or walking network? Include a description of the type of facility (i.e. sidewalk, bike lanes, shared-use path) to be studied and key origins and destinations to be served. Provide justification for study requests that exceed $40,000.

The Bradford Elementary School was bequeathed two parcels of land totaling 130 acres from the Low family (1946) and St. John families (1962). Main access to the forest is via a parking area off Goshen Road in Bradford. Coming from Bradford village, you pass under I-91 and the entrance to the Forest is immediately after the second house on the right.

This forest, now 80 acres, is referred to as the Low St. John Forest. The Forest was bisected by the construction of Interstate 91 between 1968-70. So, although the forest is less than a mile from the school and from downtown Bradford, it is now unsafe for children to walk along Goshen Road to access the forest. They must be bussed there from the school or rely on adults to drive them there.

The land used by the Interstate land totaled 50 acres and the compensation for this land was set up as an endowment for forest stewardship (mowing a small field, controlling invasives, etc.) and educational opportunities related to the Forest (bussing students to the forest, teaching materials, and portable toilets). Some of these funds, and funds from logging operations, could be available for the match needed for this grant.

Bradford Elementary School recently became a part of the newly formed Oxbow Union Unified School District (OUUSD) comprising of Bradford Elementary School, Newbury Elementary School, Oxbow High School and River Bend Career and Technical Center. OUUSD recently took ownership of the Forest in the merger and we now have a wonderful opportunity to allow even more local students to utilize the Forest. We have discussed getting elementary school students together there for Forest Days and using the Forest as a classroom for the Diversified Agriculture students at River Bend.

There is a lot of positive energy being directed towards the use of this 80-acre school forest in downtown Bradford. We recently received a grant to build a composting toilet at Low Forest, and River Bend Building Trades students will begin work building an outdoor classroom there in the fall. We have also received a grant to build bike trails on the property, and the school recently purchased 50 bikes through another grant. The pond at Low Forest has been inventoried by an ecologist and will be restored the summer so it can be used as a teaching pond.
Despite this wonderful progress, children still do not have a safe way to get to the Low Forest property. The Forest is used much less than it would be if there were a safe walking path leading to it. Currently, teachers must work around bus schedules to transport students (and bikes) to the Forest and community members and those living downtown must travel to the Forest by car.

The median household income in Bradford is $42k, $15k less than the State average. And most of our economically disadvantaged families live in the downtown area where we have a significant amount of subsidized rental housing. Low Forest is within ½ mile of the majority of these apartments. The creation of a safe shared use path to the Forest would allow children living in this housing walking access to healthy recreational opportunities in nature on 80 acres with bike trails, and a small pond. It would also allow those children living on Mink Hill Road off Goshen Road, a safe way to walk to school each day.

This scoping study would look at how a pedestrian connection from the end of N. Pleasant St. to the existing snowmobile trail off Goshen Road—that goes through Low St. John Forest—could be achieved so the school and community could access the Forest more often.

*Higher scores are given for quantifiable evidence of safety issues, demonstration of facility as high need via planning documents or connecting segments of an existing network, and increasing access to destinations and/or areas of denser land use.*
Vermont Agency of Transportation  
Municipal Assistance Bureau  
Grant Recipient  
Project Commitments Form (PCF) – Scoping Projects

Grant recipient (Grantee): _________________________________
Project Name: _________________________________________

Name of full-time Municipal employee in Responsible Charge of this project regardless of any additional contracted management services: _________________________________

By signing at the bottom of this document, the Grantee agrees to the following:

1. We acknowledge that we are responsible for providing the local share of the project funding and commit to doing so.

2. We are ready to move forward with this project and will sign the grant agreement within one month of receiving it from the State of Vermont Agency of Transportation (VTrans).

3. Within 2 months of receiving a fully executed grant agreement from VTrans, we will begin the procurement process for contracted services (i.e., project management and/or engineering.) If both of these services will be procured, the RFP/RFQ for engineering services must be advertised within one month of the selection of the Local Project Manager (LPM).

4. The grantee shall obtain a detailed proposed schedule from the engineering consultant, which indicates the time duration for key steps which advance the project within 1 month of the engineering contract being executed. Municipal Assistance Bureau staff members will review and verify that adequate timeframes are included for VTrans reviews and required project milestones. We agree to work with VTrans to develop a mutually-agreeable initial baseline project schedule, against which project progress will be evaluated.

5. We will submit reports at least quarterly that detail project progress, as compared to the baseline schedule. We will notify the VTrans project supervisor of any proposed changes to the baseline schedule in a timely manner. These will be discussed and reviewed. Impacts to key milestones resulting from an approved schedule change will be identified and discussed.

6. Project invoices requesting reimbursement for eligible expenses will be submitted at least quarterly, but may be submitted monthly.

7. We understand that a copy of this PCF will be appended to the grant agreement.

__________________________________________________________  _________________________  
Authorized municipal official (Name and Signature)  Date